

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing)	10/620 Maintenance Region Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	910-620-1139	09/16/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of the Regional Administrative Officer, the incumbent performs duties involving hiring process, payroll, timekeeping and the ordering/purchasing/receipt of materials for the Region. The incumbent will also be required to handle receptionist duties as needed.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Incumbent provides customer service to Region and Field Maintenance Supervisors and Superintendents prepares , PARFs, Out of Class Assignments, assist Area Supervisor and Superintendent on Mailing the Non-Industrial Disability Insurance (NDI), Family Medical Leave Act (FMLA), Industrial Disability. Assist area Supervisors and Superintendent with completion of paperwork within maintenance program. Prepares PARF packages consisting of organizational chart, duty statement and advertisement announcement; submits Post-and Bids. Prepares exemption requests and out-of-class documents; obtains authorization for pre-employment drug test, schedules pre-employment drug test and medical exams, contacts candidates to schedules interviews.
30%	E	Using HP/Dell personal computer with word processing and other related software, types Material Adjustment Reports (MARs) from the Stock Program, and Receiving Records from California Electronic Forms Systems (CEFS) Advantage Accounting System (EFIS) to coincide with Headquarters processing system for receipt of materials and supplies: Preparation requires matching delivery tags, load slips and work orders to the control document (i.e., Purchase Orders, Contract Delegation/ Purchase Orders, etc.), to establish payment due to vendors. If discrepancies occur between the receiving document and vendor invoices, the incumbent must resolve the problem, often requiring communication with vendors and/or employees via e-mail. The incumbent must also ensure that these documents are properly coded to the correct Responsible Unit, Maintenance Management System Family Program and Accounting Object Code for job cost records and budget control purposes. Responsible for receiving and distribution of new or replacement Voyager credit cards as they arrive. Responsible for tracking, reviewing and analyzing of the Monthly Fuel Purchase Validation/ Inventory Report for the District; ensuring completion and submittal of report is processed by established due date, reviews the prepared Purchase Requests submitted by field Superintendents and/or Supervisors for materials and supplies, making sure that all documents are properly completed, and includes all necessary documentation (i.e. Vendor Data Reports and Drug Free Workplace documents), and forwards them to Headquarters Purchasing Department. Types and maintains logs of each Superintendent's area Purchase Requests submitted and follows through completion of process in shared Microsoft Excel Spreadsheet.
15%	M	Writes letters or prepares basic forms completing forms handle written or verbal instructions. Scribe meeting and or notes, type minutes and/or newsletters for all attendees. Must take the initiative on improving office efficiency, teamwork and or utilizing computer skills, multi-task with occurrences that may arise associated with job duties. Telephone communications with the public

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and other employees.

15% M Maintains filing system. Responds to telephone and walk-in traffic.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Under normal circumstances, this position does not supervise; however, the incumbent may be placed in charge or called upon to act as a lead-person for a short duration of time. Supervision is received from the Regional Administrative Officer.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent performs assignments that are directly supervised and primarily structured, standard and recurring. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion. Incumbent must have knowledge of modern office methods, business English and communications, record keeping procedures. Must have the ability to type at a minimum speed of 40 wpm. Ability to read and write English at a level required for successful job performance, make rapid and accurate arithmetical computations, research office manuals, read and write English, assist/train less experienced employees, work effectively with other office staff, work efficiently with minimum supervision. Must be able to identify problems while processing requests for materials and supplies or Cal-Card purchases, and take immediate corrective action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Accurate and prompt processing of all documents is essential to avoid payment delays and to take advantage of available vendor discounts. Incorrect data causes over or underpayment to vendors and requires extra effort to correct errors, result in the loss of Cal-Card (VISA) privileges. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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### PUBLIC AND INTERNAL CONTACTS

Employee has daily contact with employees and the public regarding purchases, billings and requests for materials and supplies and the hiring process. Additional internal contacts include personnel in the District Office and with Headquarters Accounting Service Center. Also, Daily contact with District personnel, delivery people from other State agencies and private vendors is necessary.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to lift, bend, kneel, reach, push, pull, sit and stand for long periods of time. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone or in a group environment.

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### WORK ENVIRONMENT

The incumbent may/will be exposed to long exposure to computers, various lighting conditions, stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE